

# Employment Opportunity



*Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes the economic growth and development of Virginia agriculture, provides consumer protection and encourages environmental stewardship.*

## INTERNATIONAL MARKETING INTERN

**Richmond, Virginia**

The Virginia Department of Agriculture and Consumer Services (VDACS) has an exciting, part-time internship opportunity in our Division of Marketing and Development, Office of International Marketing. This internship opportunity is the result of an agreement between the Southern United States Trade Association (SUSTA) and VDACS. SUSTA will provide funding for the position and VDACS will be responsible for the daily work assignments and supervision.

This individual will assist in developing awareness among Virginia companies of export opportunities and assisting those firms with accessing the necessary knowledge, contacts and resources to realize sales; assist in conducting research on specific issues; develop outreach/marketing materials; assist with planning special events including trade shows and hosting buyer visits; and assist with mail and telephone contacts. This is a fantastic opportunity for a student to gain valuable work experience in their field of study.

The selected student will be expected to work between 15 and 20 hours per week, Monday through Friday, between the core business hours of 8:15 a.m. to 5:00 p.m. throughout the calendar year (this is not a summer only internship). This internship will begin as soon as possible and will continue for up to a maximum of 12 months following graduation or until the student is no longer enrolled in school. This position will work out of the VDACS Richmond Office which is located at 102 Governor Street.

**QUALIFICATIONS:** Candidates must be currently enrolled in an accredited college or university pursuing an undergraduate or graduate degree in Marketing, International Business, Communications or a related field; have a GPA of at least 2.5 on a 4.0 scale; and must currently be a registered student. The selected applicant must also be proficient using personal computers; possess exceptional oral/written communication and public relations skills; as well as have the ability to follow instructions, work harmoniously with others, and be able to organize multiple assignments simultaneously.

**Salary: \$13.63 per hour.** This position offers no benefits or housing options and the selected candidate must provide their own transportation to work. The selected student will not be a state employee.

**APPLICATION INSTRUCTIONS:** Interested students must submit the following:

1. Current resume
2. Most recent transcripts showing your GPA and current class schedule
3. Letter of recommendation from a university professor or advisor
4. A written statement of no more than one page, which includes why you are applying, your career goals and what you would like to accomplish through this internship experience.

Application documents must be submitted by **noon on Friday, August 27, 2021**. Materials may be mailed or hand delivered to the Virginia Department of Agriculture and Consumer Services, Human Resource Office, 102 Governor Street, Room 248, Richmond, VA 23219; faxed to (804) 371-8879, or scanned/e-mailed to [hr.vdacs@vdacs.virginia.gov](mailto:hr.vdacs@vdacs.virginia.gov). All four documents must be received in order to be considered. Questions may be directed to the Human Resource Office at (804) 371-8066. VDACS is dedicated to recruiting, supporting, and maintaining a competent and diverse work force.

*Quality Customer Service: A VDACS Commitment*

*Virginia Department of Agriculture and Consumer Services*

*Human Resource Office, Room 248, Oliver Hill Building, 102 Governor Street, Richmond, VA 23219*

*An Equal Opportunity Employer*

[vdacs.virginia.gov](http://vdacs.virginia.gov)